

**RFA – OCEAN FREIGHT REIMBURSEMENT
POSTED: 11-6-03
CLOSING DATE: 11-15-03**

**USAID/DCHA/PVC-ASHA/PDM
DCHA/PVC – 04-027**

SET OF Q & A #1 - POSTED: 11-6-03

Note: All questions and responses are for clarification purposes only and are not incorporated into the Ocean Freight Reimbursement RFA

On the shipping activity charts in Section II.C.3 “Overview of the Applicant” 2002 and 2003 should be replaced with FY 2002 and FY 2003.

Questions: Contents of Application

1. Where should the budget spreadsheets be located in our application?

Response:

After the cover letter and before the body of the application – see “Application Content Checklist”, Section II.A.3 on page 11 for order of contents.

2. Should the pipeline information be included as part of the budget?

Response:

No. Pipeline information should be the last item in the body of the application as shown in the Application Content Checklist on page 11.

Question: Shipping Activity

1. In Section II.C.3 “Overview of the Applicant” we are asked to provide shipping activity for 2003. Since 2003 is not yet complete, should I provide activity for only 11 months or should I include estimated shipment activity for December?

Response:

Please provide shipping activity for the fiscal years 2002 and 2003 (October – September). The chart should read FY 2002 and FY 2003.

Question: Program Years

1. Are the program years calendar years or fiscal years?

Response:

Fiscal years.

Question: Funding Levels

1. Is it possible that an application could be awarded an amount less than the amount requested in the proposal?

Response:

Yes.

Question: Multiple Programs

1. When applying for multiple programs in multiple countries do I need to answer the questions in parts 4 (Program Description) and 5 (Program Management and Structure) of the body of the application for each program?

Response:

Yes. You need to answer all of the questions in part 4 “Program Description” and part 5 “Program Management and Structure” in the body of the application for each program. However, if some programs are very similar, just in different locations, you may be able to combine some of the answers.

2. When applying for multiple programs in multiple countries is the 15 page maximum for part 4 “Program Description” and the 10 page maximum for part 5 “Program Management and Structure” the maximum number of pages allowed per program or the total maximum number of pages for all of the programs?

Response:

The 15 page maximum for part 4 of the body of the application and the 10 page maximum for part 5 of the body of the application are the total maximum number of pages allowed, regardless of the number of programs.